Donor Engagement Officer, Girls Not Brides

_Girls Not Brides_ is seeking a Donor Engagement Officer, based in London, to support _Girls Not Brides_’ fundraising. The Donor Engagement Officer will work closely with the Donor Engagement Manager and senior colleagues across a range of tasks including those related to proposal writing and reporting, funder management, prospect research, and strengthening relationships with donors.

_Girls Not Brides_ is the only global partnership entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of more than 1,300 civil society organisations in over 100 countries, all committed to working in partnership to end child marriage. Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives.

Our members are diverse. They vary in size, location, and the type of work they do. They include groups focused on research and advocacy as well as programme implementers and service providers working directly in their communities. Our members address the issue of child marriage from various perspectives, including health, women’s and girls’ rights, child protection, education, economic empowerment and general development.

The global partnership is supported by the _Girls Not Brides_ secretariat with teams in UK (London), Mexico, Kenya, India and Senegal and has an annual budget of approximately £5 million.

**Salary:** £30,000-£36,000, plus a generous benefits package including a 10% contribution to pension, and flexible working options.

**Place of work:** Central London, with occasional international travel

**Accountable to:** Donor Engagement Manager (or such other position as _Girls Not Brides_ may determine)

**Key responsibilities**

- Prepare reports for funders, such as the initial drafting of _Girls Not Brides_ annual and mid-year reports.
- Draft concept notes and grant proposals for new funding.
• Conduct research and analysis, and prepare background briefs on prospective donors.
• Organise and contribute to regular internal fundraising check-ins.
• Track action points related to fundraising and funder relationship management.
• Track proposal submission and reporting commitments in grant agreements and ensure they are part of internal planning and are met.
• Maintain and update database records.
• Respond to fundraising enquiries.
• Build relationships with donors (focused on government donors and private foundations)
• Liaise with Girls Not Brides’ existing and potential donors around applications and grant compliance, as well as sharing new products, and involving them in relevant Girls Not Brides activities.
• Support or project-manage donor-related meetings and events, and other opportunities for donor engagement as applicable.
• Carry out any other funder-related projects.

All staff members must:

• Commit to the mission and vision of Girls Not Brides, putting these at the forefront of all planning, work and actions.
• Uphold the core values of Girls Not Brides in all areas of work and interactions with colleagues, members, partners and other stakeholders.
• Comply with Girls Not Brides policies and processes, with particular note for safeguarding, the code of conduct and data protection.
• Ensure that internal databases and monitoring information are kept fully up-to-date.
• Commit to ongoing personal development and learning.
• Fulfil any other reasonable requests for the advancement of Girls Not Brides.

Person specification

• Professional experience of successful fundraising and donor engagement, preferably within a similar sector.
• Demonstrable experience of writing successful funding bids for grant-making trusts, private foundations and/or governments.
• Excellent written communication skills, with the ability to write effectively for different audiences.
• A keen eye for detail and accuracy.
• Understanding of charity fundraising and grant management activities.
• Strong analytical skills and ability to interpret and synthesise qualitative and quantitative data and evidence from different sources.
• Excellent people and relationship management skills, including the ability to interact with people from different backgrounds and cultures.
• Highly organised with excellent information management skills.
• Strong strategic thinking and problem-solving skills and ability to appraise options and adapt plans as required.
• Proficiency in the latest versions of MS Word, MS Excel, PowerPoint and use of databases.
• Strong commitment to the mission and values of Girls Not Brides including understanding of approaches to empower girls and women and support gender equality.
• Skilled team worker with an inclusive and collaborative approach, in line with Girls Not Brides’ values.
• Ability to maintain strict confidentiality.

Desirable
• Degree-level qualification in a relevant area or proven professional experience in a related field.
• A qualification in a relevant area, such as fundraising, public policy, development studies, international relations, human rights, gender issues.
• Proficiency in French or Spanish.
• Programmatic experience of working on child marriage or broader work on empowerment of girls and women.

Safeguarding

At Girls Not Brides, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. Girls Not Brides aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the Girls Not Brides Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

Our core values

• Collaboration
• Determination
• Inclusivity
• Integrity
• Pragmatism
• Respect
How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@girlsnotbrides.org by 23:00 GMT on **Friday 14th February 2020** clearly stating “Girls Not Brides” and your name in the subject line. We encourage early applications.

First round interviews will take place via Skype on the week commencing **24th February**. Final interviews will take place on **2nd March** in our London office.